



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – John M. Colmers, Secretary

MEMO

To: Facility CEO's, Facility Personnel Officers, Barbara Brookmyer, M.D, M.P.H, Peter Beilenson, M.D, M.P.H, Edward L. VanOeveren, M.D, Earl E. Stoner, Sue V. Raver, M.D, M.P.H, Lori Brewster, Rex W. Cowdry, M.D, Robert Murray, Diane Williamson, Anita Adee, Kathy Offut, Veronica Michie, Carol Kane, Pamela Thompson, Diana Demback, Bridget Zombro, Mark Luckner

From: Janet Nugent, Director, Office of Human Resources

Date: August 27, 2010

Reference: ***Streamlined Selection***

I am pleased to announce that effective July 1, 2010 the Recruitment and Selection Division, within the Office of Human Resources, began the process to implement Streamlined Selection Guidelines for DHMH hard to fill positions in health occupations classifications, and for positions within the independent commissions.

This new process will allow independent recruitments to be conducted by the commissions, independent personnel officers and facilities for these classifications, without regard to the eligible list or the need to create a formalized recruitment with the Recruitment and Selection Division. These recruitments however must still follow a competitive hiring process as outlined by the Recruitment and Selection Division.

The Streamlined Selection process will replace hospital flexibility or field approval currently being used in our facilities. It also formalizes the recruitment process for positions that used to enjoy special appointment status and recruitment flexibility at our independent Commissions.

Beginning the week of August 30th, 2010 personnel from our Recruitment and Selection Division will be visiting your facility/agency to conduct training on the new process and field any questions you may have, Streamlined Selection cannot be implemented by your facility/agency until this training is completed. It is up to each facility to decide who should attend these trainings; however the recommendation would be that the Director of Nursing, Nursing Recruiter, Chief Operating Officer/Deputy Health Officer, and Personnel Officers be represented.

As this is a new process, and to ensure on-going quality improvement, personnel within the Recruitment and Selection Division will also be conducting semi-annual to annual field reviews and to conduct additional training as needed. Our Director for Recruitment and Selection, Steven Berry, will be contacting you soon to schedule these trainings. If you have any questions, please feel free to contact Steve at 410-767-5976.

CC: Christine Brigandi
Steven Berry
Janet Esser

Attached:
Streamline Selection Guidelines
Attachment A – Streamline Selection Class Listing
Attachment B – Example KSA form
Attachment C – EEO Form
Attachment D – Streamline Selection Worksheet